



City of Sanford Civic Center and Bettye D. Smith Cultural Arts Center Frequently Asked Questions

Q. How far in advance can I book a rental?

A. Bookings may be set up to 12 months in advance.

Q. What is the process for reserving a rental space?

A. All rentals are first come, first served. A \$100.00 deposit plus 7% tax(\$107.00) is required for the Civic Center per day and a \$75.00 deposit plus 7% tax(\$80.25) is required for the Cultural Arts Center per day.

Q. When can I come by to make a reservation?

A. Reservations may be made in person Monday through Friday between the hours of 8:00am and 4:30pm. It is recommended that you call to make an appointment.

Q. Can you "pencil" me in for a rental?

A. Courtesy holds may be accepted and held for a maximum of five (5) business days. At that time, the hold will expire without notice. Courtesy holds expire on the 6th day of the hold.

Q. Are tables and chairs available?

A. The Civic Center has:	8' (96") x 30" & 30"H Banquet tables	60
	5' (60") round tables-30"H	35
	Chairs	600
The Cultural Arts Center has:	5' (60") x 30" & 30"H Banquet tables	20
	Chairs	100

These tables and chairs are available for use. All equipment is for use on the inside of the buildings only.

Q. How late can I stay?

A. Your event must end and all of the guests must vacate the premises by the end of your rental period. We do not rent past Midnight at the Civic Center or past 10:00PM at the Cultural Arts Center.

Q. What if we're having a great time and stay later than our rental period?

A. The standard hourly rate for building rental will be doubled and charged for any time you are in the building past your rental period.

Q. Will I receive a refund if we leave early?

A. No. You must plan your event as accurately as possible.

Q. Can I choose my own caterer or vendors?

A. You may use any caterer of your choosing or do it yourself. The caterers and vendors that you hire are under the same time frame as the lessee and can not enter before or after those hours. Please take this into consideration when determining the hours you will need.

Q. When can I have items delivered from my caterer, florist, DJ, etc?

A. Caterers and vendors need to be scheduled so they will be entering and leaving according to the times on the contract.

Q. Can I come anytime to view the buildings and have a meeting with my caterer or florist?

A. The building is open Monday-Friday 8:00AM-4:30PM. It is recommended that you call and make arrangements to visit the building as an event may be in progress.

Q. Can I have a live band or DJ?

A. Yes. The city does have a noise ordinance that goes into effect at 10:00PM, Please have the exterior doors closed and contain the sound within the building. Please respect that our buildings are in a residential area and keep noise levels outside of the building to a minimum at all times.

Q. How many parking spaces are available?

A. The Civic Center parking can accommodate 100 vehicles. The Cultural Arts Center had adequate parking on the street. Be aware, other functions may be going on in the building or area and the amount of spaces available to your party is not guaranteed. Overflow parking is available for larger groups.

Q. Can my flower girl throw rose petals?

A. You may only throw or release biodegradable rice, bubbles or butterflies. Flower petals, birdseed, sparklers are not permitted. Silk flowers may be used only for decoration, they are not to be dropped or thrown.

Q. Are there any decorating restrictions?

A. Decorations within reason are allowed and must be approved by the supervisor of the Civic Center and Cultural Arts Center. You may only decorate the area you have rented. It is the lessee's responsibility to remove ALL decorations immediately after your event. You may NOT use tacks, nails, staples, etc to attach the decorations. Glitter and other confetti-like decorations are also not permitted.

Q. Will I be given a key?

A. You will not be given a key. The City of Sanford requires that any time anyone is in the building a city of employee must be on the premises and will be only scheduled to work during the hours of the rental.